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Bulletin template: New Exam Bulletin

Job posting preview eLink history

Bulletin details NETWORK SYSTEMS ADMINISTRATOR II

Bulletin status Open

**Item Number** 2559 NETWORK SYSTEMS ADMINISTRATOR II**Position Title** NETWORK SYSTEMS ADMINISTRATOR II**Requirements** SELECTION REQUIREMENTS

Graduation from an accredited\* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of full-time, paid experience within the last five years in LAN design, configuration or administration. -OR- One year of experience within the last five years at the level of Network Systems Administrator I\*\*. -OR- Three years of full-time, paid experience within the last five years in LAN design, configuration or administration.

**Department** Human Resources Countywide Exams**Analyst** Rentino, Jigger ((213) 738-2125)**Manager** Rentino, Jigger ((213) 738-2125)**Number of Vacancies** 1**Positions Remaining** 1**Exam Number** R2559F**Allow Reapplies** Yes**Job Type** Professional**Job Field** Information Technology**Type of Recruitment** Interdepartmental Promotional Opportunity**Job Opportunity Information** **Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.**

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.

**Sourcing Strategy****Additional Title****Rebulletin Information****Filing Information** Open Continuous**Filing Start Date** 28-Feb-2014**Filing End Date****Filing End Time****Salary Type** Monthly**Salary Minimum** 5281.00

**Salary Maximum** 6925.46

**Annual Salary Range** \$80,000 - \$100,000

**Special Salary Information Designation**

**Special Salary Information**

**Benefit Information Designation**

**Benefits Information**

**Position/Program Information** Positions allocable to this class are responsible for the daily operation and administration of network and server operating system environments. Under general supervision, incumbents perform network monitoring and/or network administration duties within established standards and guidelines using independent judgment. Incumbents in this journey-level class typically report to a senior or supervisory network or information technology-related position. Assignments include support of network and server operating systems with focus on administration and configuration. Incumbents install, configure, troubleshoot, repair, maintain, upgrade, monitor, and evaluate performance of networks to ensure that they meet availability and performance requirements. Incumbents possess thorough knowledge of computer networking principles, concepts, tools and terminology. They have skills in network monitoring tools and have working knowledge of protocols, network security, addressing, file servers, cable plants, and topologies. They apply a full range of knowledge to support network functions such as e-mail, file and print services, routers, firewalls, fax and modem services, host access, network related software, and Internet services. Incumbents may be responsible for installing, servicing and moving servers and networking devices.

**Essential Job Functions** Performs network and server administration functions, including installing, configuring, repairing, maintaining, and upgrading hardware and operating systems. Gathers and analyzes requirements to assist in the design of the security implementation, including the design of roles and groups. Creates and manages user accounts, roles, and groups; assigns privileges, and administers the network security system. Troubleshoots, researches, diagnoses and resolves hardware, software and network systems problems; makes adjustments, installs patches and performs tuning; escalates network problems as necessary. Monitors network performance; provides on-site support, and reports problems according to established procedures. Performs network backup and restores operations following established procedures. Provides input to the design and implementation of network configurations to ensure infrastructure compatibility, optimal utilization and adherence to established information security procedures. Participates in the VLAN configuration process to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video and data. Develops and maintains accurate and up-to-date network documentation, logs, and files. Design and maintain network architecture, including hubs, routers, and physical network, as needed. Conduct and/or lead analysis in support of data center planning. Install and maintain anti-virus software and issue warnings to end-users, as needed. Set up and execute automated software distributions, as needed. Develop and recommend procedures for network resource allocation, as needed. Document information security processes and procedures, as needed.

**Physical Class Designation** 3

**Physical Class**

**Safety Position Designation**

**Safety Position Requirements**

**License(s) Required** A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

**Certificate(s) Required**

**Shift**

**Special Requirement Information** \*\* Experience at the level of Network Systems Administrator I in the County of Los Angeles is defined as: assists in the daily operation and administration of network and server operating system environments. Under supervision, following established guidelines, incumbents perform monitoring and/or administration duties of limited scope and difficulty.

In order to receive credit for any degree, such as a Bachelor's degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

**ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL WILL BE EVALUATED AT FACE VALUE TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Desirable Qualifications**

**Accreditation Information Designation** No

**Accreditation Information** \*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Special Information** Appointees may be required to work any shift, including evenings, nights, weekends, and holidays.

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?>

[action=showEntry&data=1444](#)

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Examination Content** This examination will consist of two (2) parts:

**PART I :**

A written test, weighted 50%, that contains both computerized and paper-and-pencil components, covering written expression, data analysis & decision making, reading comprehension, deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**Candidates must achieve a passing score of 70% or higher on the written test (B-Best and WSA) in order to be invited to the interview (Part II).**

**Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.**

**This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.**

**Candidates who are unsuccessful on the written test will be notified by mail and will not proceed to the interview portion of this exam.**

**PART II :**

An interview, weighted 50%, will assess experience, personal fitness and general abilities to perform the duties of this position

**Candidates must achieve a passing score of 70% or higher on both parts:**

**PART I: written test (B-Best and WSA);**

**PART II: interview;**

**in order to be placed on the eligible register.**

**Invitation letters for any of the test components may be sent to candidates via electronic mail.**

**Vacancy Information** The resulting eligible register for this examination will be used to fill vacancies at various departments in the County of Los Angeles.

**Exam Analyst Phone Number** 213-738-2084

**Alternate Exam Unit Contact Number** 213-738-2080

**Exam Analyst Fax Number** 213-380-3681

**Exam Costs**

**Eligibility Information** Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**Application and Filing Information** All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not

be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=32789BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=32789BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**ADA Coordinator Phone** 213-738-2057

**Teletype Phone** 800-899-4099  
**Alternate Teletype Phone** 800-897-0077  
**California Relay Services Phone** 800-735-2922  
**Department Contact Name** Jigger Rentino  
**Department Contact Phone** 213-738-2125  
**Department Contact Email** jrentino@hr.lacounty.gov  
**Education Level** Bachelor  
**Experience Level** 1 to 3 years  
**Executive Level Position?** No

**Additional Information**

**General Information**

**Advertising Cost**  
**Agency Cost**  
**Travel Cost**  
**Referral Cost**  
**Relocation Cost**

**PAR Information**

**PAR Number**  
**Position Id**  
**Document Id**  
**Expiration Date**  
**Unit**  
**Contact Name 2**  
**Contact Number 2**

**Other Information**

**Region**

**Job Specific Questions**

**Push Candidate to Supplemental Application**

**Bulletin Notes**

**Bulletin team**

Name	Dept.	Job title	Phone	Fax
Susswain, Scott ((213) 351-6468)	Human Resources - CEAD	Human Resources - Analyst III	(213) 351-6468	(213) 380-3681
Batungbacal, Dolly ((213) 351-6471)	Human Resources - CEAD	Human Resources - Analyst I	(213) 351-6471	(213) 386-9326
Uyehara, Jean ((213) 738-2007)	Human Resources - CEAD	Principal Analyst, HR	(213) 738-2007	
Rivanis, Sarah ((213) 738-2129)	Human Resources - CEAD	Human Resources - Analyst III	(213) 738-2129	(213) 380-3683

Havens, Ann ((213) 351- 2922)	Human Resources - CEAD	Senior Human Resources Manager	(213) 351- 2922	(213) 386- 9326
McFarland, Jeremiah ((213) 351- 6456)	Human Resources - CEAD	Human Resources Analyst III	(213) 351- 6456	(213) 386- 9326
Tung, George ((213) 351- 2955)	Human Resources - CEAD	Administrative Intern	(213) 351- 2955	(213) 386- 9323

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**Bulletin Number** 32789BR

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**Added by** Rentino, Jigger ((213) 738-2125)

**Added on** 24-Feb-2014